

BAYSHORE FIRE PROTECTION & RESCUE SERVICE DISTRICT  
MINUTES OF THE BOARD OF COMMISSIONERS MEETING  
April 9, 2019

**Meeting called to order** at 7:03 p.m. by Vice-Chairman Griffin

**Invocation** – MOS

Commissioner Hansen – Absent  
Commissioner Griffin – Present  
Commissioner Mere - Present  
Commissioner Ducrou – Present  
Commissioner Cook – Absent  
Chief Larry Nisbet - Present  
Office Manager - Theresa Sharp - Present  
Attorney Ian Mann – Excused

**Others Present:** Auditor for 2018 Audit Exit Conference; Some Public

**Guest Presentation** – Jeff Brown Auditor Presents audit findings for fiscal year ending 2018. He announces it is a “clean”, “unmodified”, “unqualified” report, in other words, our records are in compliance with all the accounting standards, they were organized, auditable and there were no material adjustments or changes; the highest opinion the District can receive with regard to its accounting. New on page 2 is the newly required “Emphasis of Matter – Basis of Presentation”; again, that we comply with GASB 75 and there are modifications to this regard. Mr. Brown does explain that due to this new GASB 75, the actuaries have had changes to their methods of calculations and that now and in future years, we can expect re-statements with regard to our liabilities for OPEB (Other Post-Employment Benefits). Mr. Brown notes there are now an additional 10-15 pages in the report due to the GASB requirements. He continues to cover the audit and answer any questions of the Board. He concludes with all internal controls and compliance are favorable reports. Commissioner Ducrou asks with everything going so well and process so smooth, why the 40% increase in the proposal? Mr. Brown responds it is due to all the additional calculations and considerations the government is imposing on the reporting. When we first started, the audit was about 15 pages long and it is now more than 45. When the FRS thing came into play, it should have gone up then, but they (Ashley & Brown) discounted it for some time, but all the rules the state has pushed down to us and in turn to the auditors, it has turned into what it has become. He states it is in no way reflective of the District’s organization or our ability to work together. They have held it at \$6500 for six or seven years. Commissioner Ducrou states we are probably one of the only Boards that is not paid. Mr. Brown is aware of the fact. Commissioner Ducrou is finished with his query and no other Board members have any questions. He thanks Mr. Brown and Mr. Brown thanks the Board/District. He departs. Commissioner Mere moves to Approve the Audit. Commissioner Ducrou seconds the motion and with all in favor motion passes.

**Minutes** – Review and Acceptance of the minutes of the March 12, 2019 Board Meeting. Motion made by Commissioner Mere to accept the minutes. Commissioner Ducrou seconded the motion. Vice-Chairman Griffin calls for

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questions or comments. Hearing none, he calls for any opposed and with none opposed, motion passed.

**Financial Report - Review & Acceptance of the March 2019 financials.**  
Commissioner Mere moves to accept the March 2019 financials. Commissioner Ducrou seconded the motion. Vice-Chairman Griffin calls for questions or comments. With no questions or discussion offered, and none opposed, motion passed.

**Fire Marshal and Administrative Reports** (attached) – Chief Nisbet states we have no written Fire Marshal report but as Captain Underwood is present, he asks him to provide any updates he has. Captain Underwood reports on the progress at MW Horticulture and the few Development Orders in District. Chief Nisbet reads the Administration Report into the record. He offers to answer any questions. Hearing none Vice Chairman Griffin calls for Petitions before the Board.

**Petitions before the Board/Public Input** – Hearing none he calls for Union Petitions.

**Union Petitions** – Hearing none Vice-Chairman Griffin calls for Old Business.

**Old Business** –

- **MW Horticulture** – Chief Nisbet returns to the topic as Commissioner Mere asked earlier about the status of the outstanding invoice. Chief Nisbet states he spoke to our attorney last week for an update and our Attorney has reached out to the property owner's attorney and he hopes to have more information for the Board next meeting. He does remind that just because we file a lien, it doesn't mean we would get a check for quite some time.
- **BLS Medications** -. Chief Nisbet states since we've been in some disagreement with the County on their COPCN Program and the language therein, the MOU has been hung up in that arena. He states he and Chief Dowaliby have been looking into options available to us since we have great concerns with the number of calls we have been running for overdoses and Fentanyl incidents and the risk of exposure for our employees and our ability to treat patients in dire straits. Florida Statutes passed a couple of years ago that all first responders can give Narcan without medical direction and also epinephrine for allergic reaction. We had a meeting with all the Chiefs here today and are looking at the various programs that are available for us; some of which would actually provide the medications to us for free; one of which is the Hero's Network out of Minnesota, we just have to find a pharmacy here that would receive it and dispense it to us like any of the ALS agencies have. The Epinephrine, the Department of Health will certify all of our EMTs so they could give epi auto injectors. Oral glucose is over the counter. He states he hopes to move forward with the MOU for the convenience of potential expense, especially for the EPI, but with the Fentanyl exposure concerns, the Chief's feel there is real concern and a need for other options. The concerns are not limited to a demographic nor a region, and they are lifesaving events. He offers to answer questions. Commissioner Ducrou asks about a

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medical director. Chief states we are not required to have a medical director, however, if the pharmacies have a need for a prescription, Dr. Rhodie who has come out and done some training with us, has said he would issue the prescription for all the BLS agencies. Chief Nisbet and Commissioner Ducrou discuss a bit about Common Treatment Guidelines, certifications, training, and audits and Dr. Rhodie would write the letter if need be, should there ever be an audit beyond the usual audits of our training that is to state level in the Target Solutions we use. Chief Nisbet concludes his Old Business.

Commissioner Mere asks about the Money Market Interest rate with our bank. We were going to see how much they could improve that. Office Manager states the were able to approve 2%; up from the initial 1.8 they had offered us last discussion.

That discussion brings Chief to the discussion of the Credit Card. We have a Resolution 2019-04 per the Board's directive last month to bring the credit card over to our current bank; with a \$15,000 credit limit shared between two cards, one Chief will carry and one for the Department use. Commissioner Ducrou moves to adopt and Commissioner Mere seconded the motion. Chief states we will close the Regions credit card account once the Synovus is up and running.

Commissioner Ducrou asks what the outcome was with the FL CLASS as he missed the last meeting. He read the minutes, but was uncertain where our money is at this time. It remains with FL Community Bank Money Market (Synovus) with the new 2% interest rate. Chief offers that he did speak with Matt at FL CLASS and he was very understanding, but did explain that what happened in the old days with the SBA are in the past, and there are now a lot more levels of protection and should the Board decide to consider FL CLASS at a future date, he would like to come back and answer the Boards concerns and have an opportunity to gain our business.

Vice Chairman Griffin calls for any more old business and hearing none he calls for New Business.

**New Business –**

- **Agenda Make-up** – Chief Nisbet advises the Board that the agenda is required to be posted to our website 10 days before the meeting and asks the Board if they would like to change the agenda make up, to allow for walk-on items so that if we have something come up that we need to address immediately, and that we have two areas of Public Input, separate from anything else such as Petitions Before the Board, because they are two separate things, and; he continues, a person at the front of the meeting can discuss anything on the agenda, and a person that has Public Input at the end of the meeting can provide input on anything they would like to discuss. Therefore, Chief Nisbet wants to know if the Board would like to do something more in line with what the County Commissioners do by having a Consent Agenda and an Administrative Agenda. The Consent Agenda having the Financials, Minutes, Disbursements, clear-cut administrative activity, permitting us to move to adopt the consent agenda and move on to the Administrative Agenda

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where you would have your old business and new business. Chief offers to structure the agenda however the Board wishes but he feels we need to separate the Petitions Before the Board from the Public Input and add the Walk-On Item line (for instance to Declare a Local State of Emergency because of a hurricane or fires). Chief also mentions the other part of this being the ADA requirements which he is still researching and what is exactly required of us as some of the pdf documents are not read easily by their programs. His research is not yet concluded with agenda nor ADA. Based upon Chief's comments, it is suggested by Commissioner Ducrou that Public Input on the Agenda should come immediately after Roll Call giving people the opportunity to provide input or ask questions before the minutes and financials are adopted. The second later in the agenda provides opportunity for the Public to discuss General Items, not necessarily on the agenda. Chief Nisbet offers to bring samples of agendas from other departments for discussion as well as the recommended changes to ours from tonight's discussion for the next meeting.

- Auditor and Actuary – The 2 Proposals for Auditor that were received are supplied as well as the 2 Actuarial Proposals as well as a third that was received on time but did not provide the hard copies as requested in the RFP. We advertised in the News-Press, posted the RFP on our website, and requested seven personally by e-mail invitation, and we never received replies except one actually declined. Commissioner Ducrou requests the budget numbers of other like size departments for reference before the Board decides.

Vice-Chairman Griffin calls for Chief Items.

**Chief Items** – None - Vice-Chairman Griffin calls for Commissioner Items.

**Commissioner Items** – Commissioner Ducrou suggests for the Post-Employment Benefits for retirees, he feels we should look at the possibility to purchase vacation time for those entering the DROP. Chief Nisbet states we already do have that up to 500 hours goes toward their retirement (Commissioner Ducrou states up to 500 hours total can be included in your calculations towards your retirement) and Chief has it set up that if he has additional remaining time, he can take terminal vacation time to burn up those hours. Commissioner Ducrou says, that is one of those things we should work towards in our contract, that guys before they get into the DROP, they can bank that time for the sole purpose for towards their retirement. when we can afford it. Chief agrees and states as we approach that time, we would fund vacation at that time for that individual. (Vacations do not currently have cash value and are not funded) Chief Nisbet takes this opportunity to announce that his contract expires on 09/30/2021 and that he will let the board know probably the end of this year if he plans on going into the DROP or if he plans to retire at contract end. He promises to allow for succession.

Vice-Chairman Griffin calls for Public Input

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**Public Input** - As there's no public input offered, Vice-Chairman Griffin entertains a Motion to adjourn.

**Adjournment** – Commissioner Ducrou moves to adjourn. Commissioner Mere seconds the motion and with none opposed meeting is adjourned 7:58p.m.